

**TRANSMITTAL AND NOTICE OF APPROVAL OF
STATE PLAN MATERIAL**
FOR: HEALTH CARE FINANCING ADMINISTRATION

1. TRANSMITTAL NUMBER:

2. STATE:

0—2— 0—2—4—

Minnesota

3. PROGRAM IDENTIFICATION: TITLE XIX OF THE SOCIAL
SECURITY ACT (MEDICAID)TO: REGIONAL ADMINISTRATOR
HEALTH CARE FINANCING ADMINISTRATION
DEPARTMENT OF HEALTH AND HUMAN SERVICES

4. PROPOSED EFFECTIVE DATE

July 3, 2002

5. TYPE OF PLAN MATERIAL (Check One):

☐ NEW STATE PLAN☐ AMENDMENT TO BE CONSIDERED AS NEW PLAN☒ AMENDMENT

COMPLETE BLOCKS 6 THRU 10 IF THIS IS AN AMENDMENT (Separate Transmittal for each amendment)

6. FEDERAL STATUTE/REGULATION CITATION:

42 CFR 431.615

7. FEDERAL BUDGET IMPACT:

a. FFY02 \$23,196

b. FFY03 \$3,578

8. PAGE NUMBER OF THE PLAN SECTION OR ATTACHMENT:

9. PAGE NUMBER OF THE SUPERSEDED PLAN SECTION
OR ATTACHMENT (If Applicable):

Att. 4. 16-A, Agreement #3, pp. 1-13

Att. 4.16-A, Agreement #3, pp. 1-13

10. SUBJECT OF AMENDMENT:

Contract between the Dept. of Human Services and the Dept. of Health ic: Program Development, Training and Evaluation of Child and Teen Checkup Services

11. GOVERNOR'S REVIEW (Check One):

- ☒ GOVERNOR'S OFFICE REPORTED NO COMMENT
☐ COMMENTS OF GOVERNOR'S OFFICE ENCLOSED
☐ NO REPLY RECEIVED WITHIN 45 DAYS OF SUBMITTAL

☐ OTHER, AS SPECIFIED:

12. SIGNATURE OF STATE AGENCY OFFICIAL:

13. TYPED NAME

Mary B. Kennedy

14. TITLE:

Medicaid Director

15. DATE SUBMITTED: 7/24/02

16. RETURN TO:

Stephanie Schwartz

Minnesota Department of Human Services

Federal Relations Unit

444 Lafayette Rd. No.

St. Paul, MN 55155-3852

FOR REGIONAL OFFICE USE ONLY17. DATE RECEIVED:
7/29/02

18. DATE APPROVED: 7/12/02

PLAN APPROVED - ONE COPY ATTACHED

19. EFFECTIVE DATE OF APPROVED MATERIAL:

21. TYPED NAME

Cheryl A. Harris

20. SIGNATURE OF REGIONAL OFFICIAL:

22. TITLE: Associate Regional Administrator
Division of Medicaid and Children's Health

23. REMARKS:

JUL 29 2002
DMCH - MI/MN/WI

MINNESOTA
MEDICAL ASSISTANCE

Federal Budget Impact of Proposed State Plan Amendment TN 02-24
Attachment 4.16-A, #3: Agreement with the Minnesota Department of Health for Program
Development, Training and Evaluation of Child and Teen Checkup Services

- Attachment 4.16-A, #3: Agreement with Minnesota Department of Health for Program Development, Training and Evaluation of Child and Teen Checkup Services.

The Department anticipates the following fiscal impact:

	<u>FFY '02</u>	<u>FFY '03</u>
State cost	\$23,196	\$93,578
Federal cost	\$23,196	\$93,578

STATE: MINNESOTA
Effective: July 3, 2002
TN: 02-24
Approved: **SEP 12 2002**
Supersedes: 00-18

ATTACHMENT 4.16-A
Agreement #3

**CONTRACT BETWEEN THE
MINNESOTA DEPARTMENT OF HUMAN SERVICES
AND THE MINNESOTA DEPARTMENT OF HEALTH**

**FOR PROGRAM DEVELOPMENT, TRAINING AND EVALUATION OF
CHILD AND TEEN CHECKUP SERVICES**

July 1, 2002 - June 30, 2004
Final
signed 7/03/02

STATE OF MINNESOTA
INTERAGENCY AGREEMENT

Accounting Information:

Org# H 3 2 1 Req #H55 H 5 2 fiscal years: 2003 vendor number: _____
total amount of contract: \$377,480.00 amount of contract first fy : \$185,566.00
commodity code: _____ commodity code: _____
object code: _____ object code: _____

Accounting Distribution 1:

fund: 300 Act.
appr: F07 NIIT
org/sub: H321
rept cat: 2MAA
amount: _____

Accounting Distribution 2:

fund: _____
appr: _____
org/sub: _____
rept cat: _____
amount: _____

Accounting Distribution 3:

fund: _____
appr: _____
org/sub: _____
rept cat: _____
amount: _____

Processing Information:

CFMS Entry: Contract: 429302 6/27/02
number/date/signature

AGPS Entry: Contract: _____
number/date/signature

Order: _____
number/date/signature

[Individual signing certifies that funds have been encumbered as required by MS § 16A15.]

WHEREAS, the Minnesota Department of Human Services (hereinafter the REQUESTING AGENCY) is empowered to enter into interagency agreements pursuant to Minnesota Statutes § 471.59, Subdivision 10; and

WHEREAS, the Minnesota Department of Health (hereinafter the PROVIDING AGENCY) is empowered to enter into interagency agreements pursuant to Minnesota Statutes § 471.59, Subdivision 10; and

WHEREAS, the United States Department of Health and Human Services has promulgated regulations to set conditions for federal financial participation for health and related supportive services in the Title XIX program for Child and Teen Checkups (42 CFR 432.50 aka EPSDT), for which the REQUESTING AGENCY is the agency responsible; and

WHEREAS, the PROVIDING AGENCY is the state agency responsible to protect, maintain and improve the health of citizens of Minnesota under Minnesota Statutes, section 144.05 and 144.07, and it is the designated agency designated to administer Maternal and Child Health Services Block Grant (Title V of the Social Security Act as amended), Minnesota Statutes, section 145.88 through 145.889.

NOW, THEREFORE, it is agreed:

I. PROVIDING AGENCY DUTIES: PROVIDING AGENCY shall:

A. Training Sessions

1. Prepare for and conduct training session presentations or portions thereof agreed under the terms and conditions of this Agreement.
2. Participate in meetings convened by the REQUESTING AGENCY to develop training session agendas, and materials, schedules, and joint presentation planning, and other materials as needed for the Activities Sections A., B., C., D., F., and I. below.
3. Per Section I. Activities A., C., D., F. and I., and as otherwise appropriate, notify all interested persons/ agencies of training sessions schedule at least four weeks before the first training session. A six weeks notice is allowed for scheduling ad hoc training sessions and joint PROVIDING AGENCY/REQUESTING AGENCY training sessions to ensure availability. For scheduled revisions thereafter, prior notices will be given to all interested persons/agencies with as much advance notice as possible.
4. Provide the REQUESTING AGENCY, within two weeks of request, PROVIDING AGENCY EPS approved agencies/clinics and/or providers and school health's newsletter mailing list so that the REQUESTING AGENCY training session information can be sent to the appropriate people.
5. Schedule and coordinate, with REQUESTING AGENCY'S staff and potential attendees schedules, availability and location in mind, the trainings in this contract so that, as much as possible, the location, time, day, date, time and length of the training session is conducive to the intended audience.agreed to under this Agreement.
6. Will attempt to reschedule or change training sessions canceled due to unavailability of interested participants or inclement weather. The minimum recommended number of participants for ad hoc inservice training sessions (Activity D) is ten, in the metro area, six in greater Minnesota. The recommended minimum number of participants for the three-day C&TC components training sessions (Activity A) is six in the metro area, four in greater Minnesota.

B. Curriculum Development

1. Develop and/or revise curriculum and training session materials as needed for Activity A, in consultation with the REQUESTING AGENCY, consistent with the PROVIDING AGENCY, the REQUESTING AGENCY and the U.S. Department of Health and Human Services standards.
2. Develop and/or revise curricula and training session materials as needed, in consultation with the REQUESTING AGENCY, for C&TC components to meet the needs of health care

providers in private practice. The curricula will include the following components: assessment of physical growth, health history review, developmental screening, nutrition screening, dental education, immunizations, laboratory tests, vision and hearing screening, mental health screening and current anticipatory guidance issues.

C. Training Session Schedule

Schedule at least the following types of training sessions:

- Activity A - C&TC Screening components training session. Notice of this training session will be sent to lists of:
 - Interested persons/agencies identified by the REQUESTING AGENCY per section III.F., including C&TC providers, REQUESTING AGENCY enrolled clinics, and other agencies, county public health, nonprofit or community clinics, tribal or Indian Health Service clinics, and Head Start; and
 - School-based clinics, C&TC Coordinators, plus the lists maintained by the PROVIDING AGENCY of EPS providers, the school health newsletter list and health plan government representatives.

Priority for enrollment will be given to those who would directly provide C&TC screening services to Minnesota Health Care Programs (MHCP) enrollees. Trainees who will provide only some of the required components may attend the appropriate individual component sessions.

Schedule three to five of these three-day training sessions in contract year one (July 1, 2002 - June 30, 2003) and three to five in contract year two (July 1, 2003 - June 30, 2004) for training Registered Nurses or Public Health Nurses who:

- Have not previously attended the Child and Teen Checkups training workshop; or
- Actively provide C&TC screenings but have not attended in at least six years; or
- Have not actively provided C&TC screenings and have not attended in at least four years.

The training session purpose for enrollees is to obtain the knowledge and skills needed to provide C&TC services consistent with program standards. At least one training session will be held in northern greater Minnesota and at least one in southern greater Minnesota.

- Activity B - An individual consultation, provided for all newly trained providers who received training in Activity A. This consultation will consist of a clinic site visit designed to provide a supervised clinical experience for newly trained public health nurses in order to reinforce their skills. If the PROVIDING AGENCY determines necessary, a second consult may be scheduled to assess skills in the performance of C&TC components.

- Activity C - Schedule one or two, 1-2 day C&TC refresher training sessions for Registered Nurses who:
 - Actively provide C&TC screenings and have attended the 3-day training session within the last six years; or
 - Have not actively provided C&TC screenings and have not attended the 3-day training session within the last four years.

The purpose of the training session is to update enrollees on current C&TC content and screening procedures, and to enhance knowledge and skills needed to provide C&TC services consistent with program standards.

- Activity D - Provide ten to twelve in-service C&TC or ad hoc training sessions in contract year one (July 1, 2002-June 30, 2003) and ten to twelve in contract year two (July 1, 2003 - June 30, 2004) as requested by public and/or private providers or county C&TC Coordinators on topics such as, newborn assessment and strategies for working effectively with providers, as scheduled by the PROVIDING AGENCY in consultation with the REQUESTING AGENCY. The training session requests and the topic requested will be considered and agreed upon by both the PROVIDING AGENCY and the REQUESTING AGENCY in order to strategically assure the most efficient use and to achieve the greatest impact for these training sessions. This training will be coordinated with county C&TC coordinators to maximize attendance.
- Activity E - Per Section III.E., participate in five C&TC regional training workshops in contract year one and five in contract year two for health care providers in the provision of C&TC components and standards as scheduled by the REQUESTING AGENCY including C&TC Coordinators' sessions.
- Activity F - Schedule at least five-six 1-day workshops in contract year one (July 1, 2002-June 30, 2003) and five-six in contract year two (July 1, 2003 - June 30, 2004) to train nurses and personnel in physicians offices and public agencies to provide the Denver II or other standardized developmental screening activities or methods agreed upon by the PROVIDING AGENCY and REQUESTING AGENCY staff.
- Activity G - Provide technical assistance to managed care and fee-for-service providers, county staff, Head Start and tribal providers, C&TC Coordinators, managed care representatives and other eligible participants in scheduling C&TC related training sessions. Coordinate and assist with C&TC-related training session needs as requested by county C&TC staff, Head Start, school clinics, tribal providers, fee-for-service and managed care providers, and other agencies in the coordination of C&TC-related training sessions (including vision, hearing and adolescent screening).
- Activity H - Provide consultation on C&TC Coordinator training and revisions/ updates of C&TC materials such as the C&TC Coordinator's Handbook, C&TC Provider Information Guide, screening documentation forms, the health history form, the periodicity schedule and other related activities.

- Activity I - Provide at least 10 workshops per contract year to train nurses and personnel from physicians' offices and public agencies to provide vision and hearing screening.
- Activity J - Develop, update and monitor at least one or more per year web based training module for public and private providers on C&TC topics (e.g. C&TC/EPSTD Program information, C&TC screening periodicity schedule, the difference between a C&TC and a Well Child Checkup, C&TC components such as developmental screening, documentation, etc)
- Activity K - Work with state and national health professional organizations and educational programs/institutions (e.g. AAP, NAPNAP, MMA, U of M) to build relationships and increase collaboration through increased communication, and the development and implementation of an action plan to promote C&TC to health care providers. The action plan will be considered and agreed upon by both the PROVIDING AGENCY and REQUESTING AGENCY staff.

D. Fee Schedule

Activity A: A fee of \$550.00 per participant for those attending the full training session and covered by C&TC Administrative contract funds. A reduced fee for C&TC providers not to exceed \$10.00 per contact hour (up to \$60.00) for participants attending the first day of the training session or for participants not covered by administrative contract funds. The PROVIDING AGENCY, in consultation with REQUESTING AGENCY staff, will offer an additional reduced fee for tribal and Head Start providers based upon inability to pay.

Fees will be reviewed and adjusted if necessary at the six-month and one year intervals (December 1, 2002; June 1, 2003; December 1, 2003) Fees for other than Activity A activities shall not exceed \$10.00 per contact hour of training up to \$60.00.

E. Reporting

Training Sessions Reporting

1. A copy of all training notices and who they were sent to will be provided to the REQUESTING AGENCY as they are prepared. Evaluation summary forms will be provided to the REQUESTING AGENCY as they are compiled.
2. A summary list of the notices sent, when, and to whom, will be provided in the report.
3. Reporting on Training Sessions for which the PROVIDING AGENCY was primarily responsible shall include:
 - For each training session, in-service training or consultation, by date, location (city and facility) and topic, please provide: name, discipline/position, clinic(s) at which they practice or place of employment, addresses of each enrollee, whether or not they have attended this training before and if so when, what rate they paid for the class, if they are/will be providing C&TC related activities, and when reporting on Activity

A, how many consults they received under Activity B. (And, if an individual is auditing only.)

- Narrative describing how the curriculum has changed/been updated to meet the needs of the providers trained, particularly those new to this year's agreement: private providers, as well as new developments in the MCH field.
- Copies of the evaluation summaries to be provided to the REQUESTING AGENCY, as described in Section II. C, will accompany the annual report if they have not previously been provided.
- Total annual fees collected for each of the Activities listed in Section I.

4. Activity-specific reporting shall include:

Activity A - C&TC training sessions

- A copy of all materials distributed and used for the training sessions (Activity A) shall be forwarded to the REQUESTING AGENCY C&TC Coordinator if s/he has not been given one for the contract year.

Activity F - Ad hoc in-service/training sessions

- In addition to reporting activities as listed above, a record of all requests for ad hoc training sessions (Activity F), whether or not they were provided.

5. Overall Program Evaluation

- a. The PROVIDING AGENCY shall assist the REQUESTING AGENCY in evaluating capacity for and participation in C&TC screening activities by reporting statistics and information as available through the Community Health Services (CHS) data as reported to the PROVIDING AGENCY by local health departments. This information includes, when available:
 - The total number of Child and Teen Checkups screenings performed in Public Health Nursing Clinics. If possible, data should be reported by age or age grouping of the children and by public health nursing clinic site.

This report will be submitted within 90 days of the end of this Agreement.

F. PROVIDING AGENCY will provide matching non-federal funds of at least the same amount as the REQUESTING AGENCY expended annually under this Agreement.

G. PROVIDING AGENCY shall hire and supervise a student worker or intern to conduct research, gather information and perform other functions as necessary to support the C&TC activities of both agencies. Duties shall be determined in consultation with the REQUESTING AGENCY.

II. JOINT DUTIES, the PROVIDING AGENCY and the REQUESTING AGENCY shall:

- A. Attend C&TC interagency staff meetings held approximately every two months. These meetings will be comprised of PROVIDING AGENCY and REQUESTING AGENCY staff for the purpose of discussing contract implementation and progress toward C&TC program goals. These regularly scheduled meetings will be convened by the REQUESTING AGENCY approximately every two months to discuss status of contract, duties, review draft materials and identify and solve problems.
- B. Consultation between the REQUESTING AGENCY and PROVIDING AGENCY, as a term used in this Agreement shall mean written correspondence, either in memo, letter or e-mail to assure clear communication.
- C. The PROVIDING AGENCY shall review the evaluation forms to be completed by individuals receiving training sessions and workshops, in consultation with the REQUESTING AGENCY, and update forms if necessary. The materials will be designed to measure the satisfaction of those receiving all types of training sessions and to seek other information in order to accurately measure the effectiveness of the training session. Evaluations are to be requested of all workshop participants. All evaluations completed by participants attending the PROVIDING AGENCY-contracted training sessions and workshops will be made available to the REQUESTING AGENCY to review. Evaluations will be kept by the PROVIDING AGENCY for 90 days after the evaluation summaries have been reported per section I.E., and will be made available to the REQUESTING AGENCY if requested during that time.

III. REQUESTING AGENCY'S DUTIES: REQUESTING AGENCY shall:

- A. Training Sessions
 - 1. Prepare for and conduct training session presentations or portions thereof agreed under the terms and conditions of this Agreement.
 - 2. Coordinate and schedule the REQUESTING AGENCY C&TC-related training sessions and meetings with county C&TC administrative staff and public health, Head Start and private clinic providers around the state.
- B. Inform the PROVIDING AGENCY of all state and federal changes in C&TC/EPSTD regulations and other programmatic information pertinent to contracted training session services, components and standards.
- C. Revise, update, and develop all C&TC forms and brochures used for a C&TC screening visit and for all C&TC administrative services, in consultation with the PROVIDING AGENCY.
- D. Schedule and participate in meetings with the PROVIDING AGENCY to develop training session agendas and materials, schedules, and joint presentation planning, as needed.
- E. Schedule all necessary regional training sessions, coordinating with the PROVIDING AGENCY contracted staff, county, health plan and the REQUESTING AGENCY staff, as needed.
- F. Provide the PROVIDING AGENCY within two weeks of request, the REQUESTING AGENCY enrolled providers, tribal government contacts, and health plan representatives information and/or

mailing labels of providers and/or clinics so that training session information can be sent to the appropriate people.

- G. Provide the PROVIDING AGENCY with copies of C&TC mailings sent to all C&TC providers and outreach coordinators.

IV. CONSIDERATION AND TERMS OF PAYMENT.

- A. Compensation shall be consistent with the Agreement Budget, which is incorporated into and made a part of this Agreement as **Attachment A**. Reimbursement shall be quarterly cost reimbursement based on the previous expenses as documented by receipts, invoices, travel vouchers and labor distribution reports.

The total obligation of the REQUESTING AGENCY for all compensation and reimbursement to the PROVIDING AGENCY shall not exceed three hundred seventy-seven thousand four hundred and eighty dollars (\$377,480.00). The PROVIDING AGENCY will provide matching state funds of at least the same amount as the REQUESTING AGENCY funds expended under this agreement.

The REQUESTING AGENCY'S total obligation for year one of the agreement for all compensation and reimbursement to the PROVIDING AGENCY shall not exceed one hundred eighty-five thousand five hundred sixty-seven dollars (\$185,566.00) (Attachment A, Page 1). The PROVIDING AGENCY will provide matching state funds of at least the same amount as the REQUESTING AGENCY funds expended under this agreement.

The REQUESTING AGENCY'S total obligation for year two of the agreement for all compensation and reimbursement to the PROVIDING AGENCY shall not exceed one hundred ninety-one thousand nine hundred and thirteen dollars (\$191,914.00) (Attachment A, Page 2). The PROVIDING AGENCY will provide matching state funds of at least the same amount as the REQUESTING AGENCY funds expended under this agreement.

- B. Terms of Payment. Payment shall be made by the REQUESTING AGENCY within thirty (30) days after the PROVIDING AGENCY has presented invoices for services performed to REQUESTING AGENCY.

- V. CONDITIONS OF PAYMENT. All services provided by PROVIDING AGENCY pursuant to this agreement shall be performed to the satisfaction of the REQUESTING AGENCY, as determined at the sole discretion of its authorized representative.

- VI. TERMS OF AGREEMENT. This agreement shall be effective on July 1, 2002, **or upon the date that the final required signature is obtained by the PROVIDING AGENCY, pursuant to Minnesota Statutes, Section 16C.05, Subdivision 2, whichever occurs later**, and shall remain in effect until June 30, 2004, or until all obligations set forth in this agreement have been satisfactorily fulfilled, whichever occurs first.

This Agreement shall be reviewed after six (6), twelve (12), and eighteen (18) months from the date of execution to determine if substantive changes are warranted in responsibilities or budget allocations